

ORDINANCE NO. _____

Date Passed: October _____ 2017

**AN ORDINANCE AMENDING TRAVEL, MEAL AND LODGING EXPENSES
POLICY CONSISTENT WITH PUBLIC ACT 99-0604**

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act" ("Act"), which Act became effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal and lodging expenses; and

WHEREAS, on December 12, 2016, the City of Rochelle ("City") approved via ordinance a Travel, Meal, and Lodging Expense policy under Ordinance number 16-4637; and

WHEREAS, the City desires to modify that policy in order to clarify the policy and certain expenditure procedures as consistent with the Act.

NOW, THEREFORE, be it ordained by the corporate authorities of the City of Rochelle as follows:

Section 1. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Public Business" means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the City to carry out the responsibilities of City business.

"Travel" means any expenditure directly incident to official travel by employees and officers of the City or by wards or charges of the City involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 3. The City of Rochelle Travel Expense Control Act Policy attached hereto as Exhibit# 1 together with Attachments A & B (hereinafter collectively known as "the Policy"), is adopted and made a part of this ordinance.

Section 4. The City shall only reimburse the travel, meal, and lodging expenses incurred by its employees and officers up to the maximum allowable amounts as set forth in the Policy. However, in the event of an emergency or other extraordinary circumstance, the corporate authorities may approve more than the maximum allowable expenses set forth herein. Alcohol is specifically excluded from reimbursement.

Section 5. No reimbursement of travel, meal or lodging expenses incurred by a City employee or officer shall be authorized unless the procedures set forth in the Policy have been strictly followed. All documents and information submitted under this Ordinance shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 et seq.).

Section 6. Expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum reimbursement allowed under the regulations adopted under Section 3 of this Ordinance or (2) any member of the corporate authorities of the City may only be approved by roll call vote at an open meeting of the corporate authorities of the City.

Section 7. The City shall not reimburse any elected official, employee, or officer for any activities which would be considered entertainment. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this Ordinance.

Section 8. Any policy, resolution, or ordinance that conflicts with the provisions of this Ordinance shall be and is hereby repealed to the extent of such conflict.

Section 9. This Ordinance shall be in full force and effect on _____, 2017.

PASSED THIS ___ day of October, 2017.

AYES:

NAYS:

ABSENT:

APPROVED THIS __ Day of October, 2017.

MAYOR

ATTEST:

CITY CLERK